

Request for Proposals

Downtown Grant Program – 39 Bridge Street Building Renovations

City of Plattsburgh, New York



RFP Release Date:

Friday, February 18, 2022

Proposals Due:

Friday, March 11th, 2022 at 2:00 pm EST

RFP Info:

<http://www.cityofplattsburgh.com/Bids.aspx>

Owner:

Bridge Side
Properties, LLC
39 Bridge Street
Plattsburgh, NY 12901

Architect:

Architectural & Engineering Design Associates, PC
1246 State Rt. 3
P.O. Box 762
Plattsburgh, NY 12901

Funding for this Project is provided by a New York State Downtown Revitalization Initiative Grant administered by the Office of Homes and Community Renewal.

INVITATION TO BID

The City of Plattsburgh and Property Owner invites contractors who can provide the services requested herein to bid on Downtown Grant Program – 39 Bridge Street Building Renovations and related work at the existing building located at 39 Bridge Street, Plattsburgh, NY 12901.

Minority and Women Owned Businesses are strongly encouraged to respond. The grant source funding this project has an M/WBE Requirement of 10% MBE and 10% WBE.

The selection of the contractor will be made without regard to race, color, sex, age, religion, national origin, or political affiliation.

All submissions become property of the City of Plattsburgh upon submission. Hard Copy Submissions may be hand delivered or mailed to:

Community Development Office
City of Plattsburgh
Attn: Downtown Grant Program – 39 Bridge Street Building Renovations
41 City Hall Place, Plattsburgh, NY 12901

Electronic Copies may be emailed to Shelise Marbut, Planning Assistant, at marbuts@cityofplattsburgh-ny.gov.

Any questions or concerns to this RFP can be addressed to Shelise Marbut, Planning Assistant, at marbuts@cityofplattsburgh-ny.gov.

Work Scope Summary: (See Construction Drawings for more detail)

The project can be bid in total or in sections or alternates provided you detail what is being included. If no detail is provided and you bid on a section, then it is assumed you have included all costs in your price. There are different sections to consider, and bidders are not required to bid on all of them to be awarded part of the scope of work.

The owner retains the right to select one bidder for all sections if the overall cost of the project is competitive. Since this project is dependent on grant money, please know that the time frame for completion is important and contractor should state when this work can be completed by.

The information breakdown below is taken off from the scope of work on the associated construction drawings. Questions for clarification or site visit are welcome and will be addressed promptly by the owner.

Section 1: Repair, clean and repaint existing brick façade

Section 2: Remove and replace existing storefront system and first floor façade

Section 3: Window work

Section 4: Door work

Alternate 1: Reconstruction of existing cornice & front parapet
Alternate 2: Roof and residing work
Alternate 3: Wood framed addition renovation
Alternate 4: Restore floor of second story wood framed structure
Alternate 5: Repair exterior wooden staircase
Alternate 6: Demolish single story wood framed addition at basement level.
Alternate 7: Repair, clean and repaint existing brick façade

Other Information:

Environmental Testing has occurred at this project site and relevant information can be found at <http://www.cityofplattsburgh.com/Bids.aspx>.

Bid Submittal:

For submitting a bid proposal please include the information below.

Proposals must be submitted contain the information set below. Failure to include the following information may be cause for rejection of a proposal because adherence is critical to the Property Owner's evaluation process.

Information Requested:

- Name of Contractor/Firm
- Scope of work bidding for
- Cost to complete the work detailed by section / alternate.
- Time frame to begin
- Are you registered/authorized to work in the City of Plattsburgh?
- Are you willing to name the Building Owner as additional insured?
- How many years have you be performing this type of work?
- Will you provide references if requested?
- Please provide your comments regarding completion of this project and more information on your plan, pricing, and dependencies for quality, timely and on budget completion.
- Bid pricing breakdown can include the building owner purchasing all building materials or contractor including materials in the quote. Are you providing materials in your quote?
- Bidder can include rubbish removal if preferred or specify that cost will be covered by the Building Owner. Are you providing rubbish removal in your quote?

Project Timeframe:

Release of request for proposals: February 18th, 2022

Receipt of proposals from bidders: March 11th, 2022

Estimated award to contractor: March 18th, 2022

Work complete: August 31st, 2022

(If this date cannot be met please include the date it can be completed by in your response).

Evaluation of Proposals:

The City & Property Owner reserves the right to amend, withdraw, and cancel this RFP. The City & Property Owner also reserves the right to reject all responses to this RFP at any time prior to agreement execution. Furthermore, the City & Property Owner reserves the right to request additional information about all proposals that, in the City & Property Owner's opinion, is necessary to assure that the Company's competence, number of qualified employees, business organization, experience, and financial resources are adequate to perform the Services.

All proposals shall be reviewed to verify that the Company has met the minimum requirements as stated in this RFP. Proposals that have not followed the rules, do not meet minimum content and quality standards, and/or do not provide references will be rejected as non-responsive. No contract will be awarded except to the responsible bidder capable of performing the type and quality of work contemplated.

Additional Information:

1. Compliance to Federal & State Regulations

Contractors and subcontractors must comply with all Federal and State regulations and rules pertaining to projects funded through Homes and Community Renewal.

2. General Contractor Approval:

Contractors will carry all insurance required by the City Building Inspector's Office and the Community Development Office. This requirement will include, but is not limited to, lead base paint insurance with the City of Plattsburgh listed as additionally insured on the policy. The General Contractor must be or will be registered with the City Building Inspector's Office Before a permit will be issued for any work to commence

3. Sub-Contractor Approval:

General contractors are responsible for all subcontractor work on approved projects. Subcontractors who bid work items separate from the general contract must provide insurance and registration to the City of Plattsburgh Building Inspector's Office.

4. Pre-Construction Conference:

Pre-construction conferences may held with the property owner, contractor, and Community Development Office, prior to entering into construction contracts including the signing of a bid bond. These meetings will be scheduled at the request of all parties involved with the project.

5. Notice to Proceed

The Contractor will be given thirty (30) business days from the date of entering into the contract to commence.

6. Expenses

The City of Plattsburgh is not liable for any costs incurred by any individual or firm(s) for the work performed to prepare its proposal or for any travel and/or other expenses incurred in the preparation and/or submission of its proposal or participation in subsequent interviews or presentations. Further, the City of Plattsburgh is not liable for any costs incurred prior to approval of the contract. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or outside consultant associated with the project for purposes of influencing consideration of a response to this RFP.

7. Hold Harmless

By participation in this RFP process, Proposer agrees to hold harmless the City of Plattsburgh, its officers, employees and consultants from all claims, liabilities and costs related to all aspects of the selection process

8. Cancellation

The City retains the right to cancel this RFP at any time, should it be deemed to be in the best interest of the City. No obligation either expressed or implied exists on the part of the City to make an award based on the submission of any proposal.

39 Bridge Street - Bid Proposal Form

Name of Contractor/Firm: _____

Cost to complete work / sections bidding on:

Section 1: \$ _____

Section 2: \$ _____

Section 3: \$ _____

Section 4: \$ _____

Alternate 1: \$ _____

Alternate 2: \$ _____

Alternate 3: \$ _____

Alternate 4: \$ _____

Alternate 5: \$ _____

Alternate 6: \$ _____

Alternate 7: \$ _____

Unit Costs: \$ _____

Total Bid: \$ _____

Time Frame to begin: _____

Are you registered/authorized to work in the City of Plattsburgh: Yes /

No

Are you willing to name the Building Owner as additional insured: Yes /

No

